



TOWN OF ASHBURNHAM

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TOWN ADMINISTRATOR'S REPORT

April 18, 2017

Town Administrator's reports are available on-line at <http://www.ashburnham-ma.gov>

COMMITTEE/COMMISSION UPDATES

Volunteer Openings. Currently there are openings on the following: (2) Conservation Commission, (2) Parks & Recreation Committee; (1) Board of Assessor's Member. These are listed on the Town's website under Volunteer Opportunities.

MEETINGS

Department Head Meeting. We held a department head meeting a week later than usual to accommodate schedules. The notes to that meeting have been distributed to the Selectboard.

IT Committee Meeting. The IT committee met last week to discuss various IT projects in the Town. We discussed the ATM article to expend from Capital Stabilization the balance of costs for IT hardware purchases that were leased to purchased—Town Wide servers and computers. We discussed looking at all potential vendors and options after the Town Meeting before the next fiscal year. We heard from a possible vendor who specializes in ShoreTel phone systems and will be providing us with a quote—this may allow us to reduce the total cost we are spending with one IT vendor. We discussed transitioning to new financial software, VADAR, the first of the fiscal year.

Mirick O'Connell Training. I had the opportunity to attend our labor counsel's annual breakfast training in Westborough. The training focused on HR operations and more specifically, when and how to conduct an investigation.

Mass Development Meeting. Along with the Chair of the Ashburnham Economic Development Commission (AEDC), Bill Johnson, we met with representatives from Mass Development to discuss future options and assistance with economic growth and business assistance downtown.

AMLP Meeting. I had the opportunity along with Selectman Kyle Johnson, School's IT rep. Eric DeHays to attend last week's AMLP to discuss the future of Fiber. We talked about a potential future project to connect the fiber from PSC all the way to Overlook and Oakmont. Along the way, we would connect to J.R. Briggs, AMLP, Grounds, Platts Road and a potential substation for AMLP. We are currently exploring all possible sources of funding for the project and we will reconvene the end of May to discuss our findings.

PERSONNEL

Fire Chief Search. The Fire Chief Search Committee did an excellent job in reviewing applications, composing written and oral questions, interviewing, and finally recommending three final candidates for my consideration out of an original twelve applicants. The Committee interviewed all three finalists on Thursday, two in person and one by phone. After which, all three were recommended finalists. Thursday evening, myself and Interim Fire Chief Jack Parow interviewed the two candidates in person and today we interviewed the third over the web. We will be discussing the candidates and I will be making my selection contingent upon Board approval within the next few days.

Fire Union CBA Agreement. We met for the third time with the Fire Union last week. We have a proposed agreement that is before the Union this week and the Select Board this evening for review and signature.

COA Director. We will be posting this part-time position this week with applications due no later than April 30th. The hope is to have a COA Director no later than July 1st.

P/T Fire fighters. The roster for part-time on-call firefighters is still under fluctuation. This month the following individuals have resigned from the AFD- John & Shawna Bresnahan we extend our thanks for their service. Also, we welcome back a returning individual who has decided to re-join the AFD: Derek Young and new member Noah Shields

PROJECTS

ADA grant. After our last meeting we received information relative to a potential ADA state grant. We are still exploring the potentials for this grant and hope to submit an application within the next few weeks. We are working with all departments to make sure we include all of our needs in the application.

Community Compact Cabinet Grants. We received notice that our three grants have been approved and the State will be working on sending us paperwork to complete. We are also waiting for the Lt. Governor to be available to officially sign the Compact with us. The grants are for: (1) Budget Software (\$15,000); (2) Risk Management Assessment & Policy (\$15,000); and (3) Creation of a Permitting Guide for Businesses (\$5,000).

DLTA Grant. We received notice that we received approval for our DLTA grant request for the Economic Development portion of our Master Plan.

DPW Site. The DPW is in the process of relocating the salt and sand piles to another location. The public “salt pile” will be relocated to the Grounds department for future access.

Meissner Property. I was able to meet with the Meissner’s to discuss their property and the Town project that is intrinsically linked to their project. We reviewed plans and later I discussed the plans and current progress with my DPW superintendent, Steve Nims. Upon further correspondence from our consultants, we will further review this project.

Community Engagement. As discussed at our prior meeting, we will be holding a community engagement meeting with stakeholders in the area at the end of the Month at the library.

Sherbert Road. The borings for this project were completed. We are waiting for the results of the borings and continue to work on the USDA application.

School Budget. I had the opportunity to meet with the AWRSD School Committee Chair, Dave Christiansen during the past few weeks. We discussed past concerns and Ashburnham’s position moving forward relative to splitting our new growth/prop 2 ½ down the center between the Town and the School. We also discussed that in giving our full amount we allocate, we are unable to assist with capital projects at this time until we reexamine our capital plan this summer and look to see our free cash availability in the fall.

On-Going Projects—*No update at this time*

- Cable Contract
- Green Communities Grant
- Health Insurance
- MOU Gardner
- Parking Main Street-Signage
- Route 101
- Visit of Liquor Establishments in Town
- Watatic Dam
- Website Revamp